

~~CONFIDENTIAL~~

ER-5-2659

25 February 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Space Allocations

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1. In accordance with our telephone conversation of this date, it is understood that the present Management Office, Records Management, and Regulations Control Staff may be moved into one physical area. There is adequate space to house these activities in Building [redacted] in accordance with the attached sketch.

2. In accordance with previously planned moves, it is necessary that the Transportation Division of this Office be moved out of "I" Building on or before 15 March so that the DD/P Area Divisions can complete the move that has been in process for the past several months. If the Management Office is to move from Alcott Hall, that space will fill the needs of the Transportation Division.

3. Information is requested as to policy decision regarding the physical space consolidation of the Management Office, Records Management, and Regulations Control Staff so that we can assist these people with their move into [redacted] if made, and so that a decision can be reached as to where to locate the Transportation Division.

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Att.: 1 Sketch

[redacted]
Assistant Chief
for Operations
Logistics Office

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